

## FINANCIAL AID

### To be considered for Federal Work-Study you must:

- ✓ Complete a 2023-24 FAFSA
- ✓ Financial Aid Process must be completed
- ✓ Maintain Satisfactory Academic Progress
- ✓ Be registered for next semester's classes
- ✓ Must maintain enrollment in 6 credit hours or more
- ✓ Attend mandatory FWS Briefing Session

## FEDERAL WORK-STUDY APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Middlesex College ID Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apartment/Unit # City Zip Code

Phone: \_\_\_\_\_ Middlesex College Email: \_\_\_\_\_

Major at Middlesex College: \_\_\_\_\_

My Career Goal Is: \_\_\_\_\_

Have you participated in the Federal Work-Study Program Before? ☐ Yes ☐ No

If yes, where did you work? \_\_\_\_\_ Semester & Year: \_\_\_\_\_

Why did you stop working? \_\_\_\_\_

**Print off the form now, sign below & complete and sign the reverse side.**

I certify that my answers are true and complete to the best of my knowledge.

I understand that false or misleading information in my application or on an interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FEDERAL WORK-STUDY COORDINATOR USE ONLY

Approved 2023-2024 Federal Work-Study for the student named above in the amount of \$ \_\_\_\_\_

### Denied 2023-2024 Federal Work-Study for the following reason(s):

- ☐ Not meeting Satisfactory Academic Progress
- ☐ Incomplete 2023-2024 FAFSA
- ☐ Insufficient financial aid need
- ☐ No show for Mandatory FWS Briefing Session
- ☐ Not registered for at least 6 credits
- ☐ Other: \_\_\_\_\_

Completed by: \_\_\_\_\_

### Affirmative Action Policy Statement

It is the policy of Middlesex College not to discriminate on the basis of race, creed, color, religion, national origin, age, sex, physical handicap or marital status in its educational programs, activities or employment. Further Middlesex College agrees to adhere to all federal and state statutes, orders, regulations and guidelines concerning equal opportunities.

## 2023-2024 FEDERAL WORK-STUDY AGREEMENT

***Please read this Federal Work Student (FWS) Employment Agreement Form carefully so that you will understand the terms of your FWS employment. Federal regulations require you sign and accept the terms of the employment set by the college and by the government. Complete the form online, print it, sign it and drop it off in Enrollment Services, West Hall, 2nd Floor.***

FWS is a unique Financial Aid Award. FWS is different from a grant ('free money'), or a Direct Loan (the ability to borrow money from the U.S. Federal Department of Education to pay for college expenses). A FWS Award offers the opportunity for an eligible student to work part-time on campus or off campus at a community service location, earning at least the college minimum wage (\$15.00). Paychecks earned from FWS will be provided to the student's working department on a bi-monthly (15<sup>th</sup> and 30<sup>th</sup>) basis.

Requirements for participating in FWS include registration in at least 6 credits, and meeting the Satisfactory Academic Progress (SAP) requirements. The FWS program operates within a fixed federal budget each year.

**Please read and check the boxes below certifying your understanding of these *additional conditions* for FWS employment:**

- ☐ I agree that all Federal Financial Aid (federally assisted loans, grants, FWS) that I receive will be used toward my education related expenses.
- ☐ I agree that I will not work while Middlesex College is closed.
- ☐ I understand that I will be paid for hours worked on a bi-monthly (15<sup>th</sup> and 30<sup>th</sup>) basis and earnings are not applied directly to my account balance.
- ☐ If I do not submit my signed timesheet on time, I understand that I will not be paid for those hours until the next pay period.
- ☐ I understand that during the academic year I cannot work more than 20 hours per week. Furthermore, if I am at work for 5 hours in a given day, I am required to take a 30 minutes unpaid lunch break & record the lunch break on my timesheet.
- ☐ I understand that I **cannot report to work when I am scheduled to attend class**, even if the class is canceled for that day.
- ☐ I agree to submit a copy of my current class schedule to Financial Aid at West hall, 2<sup>nd</sup> Floor **before starting work** each semester. (Ask for FWS Coordinator, Bianca Melendez)

**\*My signature indicates that I have read this Middlesex College FWS Agreement Form, and understand all of the terms and conditions of FWS employment.**

Printed Name: \_\_\_\_\_

Middlesex College ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

